



## MONTHLY REPORT JANUARY 2018

### **ADMINISTRATION**

Tobias J. Tempelmeyer, City Administrator/General Manager

- Met with various electrical generators and suppliers.
- Participated in League of Municipalities teleconference regarding the upcoming Legislative session.
- Participated in teleconference with Tenaska regarding them becoming our Market Participant.

A list of the current status of the Capital Improvement Projects for FY17 is attached, marked as “Exhibit A”.

### **FINANCIAL**

Linda S. Koch, Finance Director

#### **City of Beatrice:**

General and Street Fund financial statements for the month ending November 30, 2017 are attached, marked as “Exhibit B”.

#### **Board of Public Works:**

The Electric, Water, and WPC financial statements for the month ending November 30, 2017 are attached, marked as “Exhibit C”.

### **LEGAL**

Abby Stark, Legal Assistant

- Entered into loan agreements with two more downtown businesses as part of the Downtown Façade Improvement Program and CDBG Grant 15-DTR-109.
- Updated concession license agreements with Beatrice Girls Softball Club and Beatrice Bullets Baseball Club.
- Drafted changes to Beatrice City Code transitioning from 2009 International Codes to 2015 International Codes.
- Updated parking resolution for 5th Street, between Market Street and Court Street.
- Updated parking resolution for 7th Street, between Court Street and Ella Street.

A list of the cases filed for the month of December is attached, marked as “Exhibit D”.

## **BUILDING INSPECTIONS & CODE ENFORCEMENT**

Rob Mierau, Building Inspector; and Chet McGrury, Code Compliance Officer

- Code Compliance Officer responded to and worked eighty-five (85) various code violations, bringing the year-to-date total to one thousand one hundred twenty-two (1,122) code violations cases. See attached list, marked as “Exhibit E”.
- Processed one hundred twenty-nine (129) permits/applications/inquiries (see attached permit sheet for types, valuations, and fees paid), bringing the year-to-date total to one thousand one hundred fifty-three (1,153) permits/applications/inquiries. See attached list, marked as “Exhibit F”. A list of 2016-17 demolition projects is attached, marked as “Exhibit G”.
- Completed plan reviews for all building permit applications.
- Conducted thirty-one (31) building/plumbing/mechanical/etc. inspections.
- The Department received and/or made over four hundred forty-five (445) phone calls during the month of December.
- Code Enforcement hauled five (5) loads of trash, debris, and brush to the Landfill. This trash, debris, and brush was collected from the city roadways and city owned property.
- Continued to work with the legal team on the Junked Motor Vehicle ordinance.
- Received quotes to demo two (2) mobile homes, which are scheduled to be demoed in early January.
- Completed the code reviews and changes to update our building codes from the 2009 versions to the 2015 versions.
- Laura Raber earned her ICC Permit Technician certification.
- Responded to two (2) house fires with the Beatrice Fire and Rescue Department to inspect damages, safety concerns, and order repairs.
- Received compliance on two condemned structures for code violations. These structures had their condemnations lifted and the structures were deemed safe for habitation.
- Created addresses for over thirty (30) lots that will be developed in the near future.
- Organized and met with a variety of individuals involved with the Paddock Lane School addition, to develop a better plan for the initial phases of construction and safety concerns for the project.

### **Sidewalk Improvement Program**

A total of eight (8) applications for the Sidewalk Improvement Program have been received through December 14, 2017 for FY18. There were eight (8) applications requesting a grant. There have been no applications requesting a loan. Four (4) have been processed for reimbursement in the amount of \$1,496.78. There is a total of \$28,503.22 of unallocated funds available. See attached list, marked as “Exhibit H”.

## **POLICE DEPARTMENT**

Bruce Lang, Chief of Police

I am pleased to start my report by telling you that Lt. Mike Oliver is improving. After a very scary period that included being placed on a ventilator twice, Mike is now conscious and talking. He was transferred to Madonna Rehabilitation Center on January 4<sup>th</sup>, where he will continue his rehab. There has been some damage to the brain, probably from an infection, however the extent of that damage is not yet known.

We have been wrapping up several of our larger drug cases and several people were either arrested, going to be arrested, or in one (1) case, shot by Federal US Marshals. We had linked several people together and a conspiracy case was developed involving the sale and distribution of meth in our County. Officer Shane

Maloley has done a great job, along with State and County Law Enforcement assistance, in bringing these drug cases to conclusion.

I want to thank the Mayor and City Council for your support in 2017, I know there are many police departments in the country which do not enjoy the type of positive relationship we have here in Beatrice.

### **Animal Control**

Animal Control received 41 calls in December.

Animal Neglect - 3

Dog at Large - 10

Dead Animal - 1

Injured Animal - 0

Miscellaneous Calls - 13

Trapped - 0

Cat Calls - 14

### **FIRE DEPARTMENT**

Brian Daake, Fire Chief

Last month we responded to a total of 179 emergency medical calls and 29 fire and/or hazardous material calls. In December 2016, we responded to 216 emergency medical calls and 26 fire and/or hazardous material calls.

This December, Friday was the busiest day of the week for calls with a total of 39. In December 2016, the busiest day of the week was Thursday with 46 calls.

We had 208 responses this December. Of these 208 calls, 65 overlapped. We had 29 clusters of two calls at the same time, 9 clusters of three calls, two clusters of four calls, and two clusters of eight calls in the same time period. The fastest time between calls was one minute with the next closest at one minute and 23 seconds.

The top three transport locations of the medical calls were: 93 were transported to Beatrice Community Hospital & Health Center, Bryan Medical Center West with 21 patients, and Bryan Medical Center East with 10 patients.

Of our medical service level provided last month 59% of our medical calls were ALS, 19% BLS, and 22% were in the other category (not transported, called off, no patient one found, etc.).

Average time spent on calls depends upon the type of call and location. We had three building fires with an average time of 2 hours and 3 min., for a total time of 6 hours and 11 minutes. We had a total of 16 in town transfers for an average time of 49 min. & a total time of 13 hours & 4 min. For out of town transfers we had 46 with an average time of 2 hours & 30 min. & a total time of 115 hours & 17 min. We chased 54 medicals for an average time of 43 min. for a total time of 38 hours & 43 min. We did not send additional resources 54 times for an average time of 47 min. with a total time of 42 hours.

For our 208 calls last month we spent a total of 227 hours on them with a total employee time of 604 hours to resolve these incidents and 600 for total staff count.

Training topics for the month of December include: Ground ladders, Search & Rescue, Hose line deployment, hazardous materials, EMS training, Fire control, probationary training, and pump operations. Total class time of 155 hours.

We had two (2) public education events this month.

Early January one (1) of our firefighters is having shoulder surgery and will be out of service for a while.

As always, if you have any questions feel free to contact me at any time.

## **PUBLIC PROPERTIES**

Mark Pethoud, Director of Public Properties

- Staff spent the week of January 2<sup>nd</sup> thru the 5<sup>th</sup> working at the Beatrice City Auditorium preparing for 2018 MUDECAS Basketball tournament.
- One hundred-twenty (120) Christmas trees were recycled into mulch on January 9, 2018. The mulch will be used around the newly planted trees in the parks.
- Staff spent a day at Beatrice Public Library installing a new electrical line for a new book device in the lower level.
- Removal of Ash trees is complete at Chautauqua Park, Hannibal Park, and the South 6<sup>th</sup> Street properties. We have forty-eight (48) ash trees that still need to be removed at Riverside Park and West Court area properties.
- Staff spent a day replacing blower units in the heating unit for the Fire Department in the apparatus bay.
- Staff have been finishing up servicing and cleaning up equipment getting it ready for the 2018 spring season.
- Tree trimming on Chief Standing Bear will continue as weather permits. We have about one (1) day of trimming left to be completed on the south trail. Then trimming will continue going north on the Homestead Trail for sixteen (16) miles from Beatrice to Cortland.

## **BOARD OF PUBLIC WORKS**

## **ENGINEERING DEPARTMENT**

James Burroughs, City Engineer

Engineering Department is continuing to build the GIS system for street signs and pavement markings, water and sanitary sewer system. Currently efforts have been concentrated on locating manholes and determine invert elevations.

### **Storm Sewer:**

1. MS4 Grant: FHU has been put under contract to update the City of Beatrice MS4 program to correspond with the new MS4 permit issued by NDEQ.
2. NPDES Permit: Notice of Intent (NOI) has been completed and submitted to NDEQ. The City of Beatrice Stormwater Management Plan has been updated submitted with the NOI. The implementation of this new SWMP will take place throughout the year.
3. Beatrice Concrete: SWPP was submitted and approved for the improvements to their retention system. A floodplain development permit was also issued.
4. 1<sup>st</sup> and Grant (Catlins/Farmers Coop): A SWPP is being created and submitted to NDEQ for the issuance of a NPDES permit. A floodplain development permit was also be issued.
5. Messing Storage: Made sure proper stormwater control measures were in place.

6. Store Kraft: A SWPP has been requested from the demolition contractor. A floodplain development permit will be issued once approved.
7. Taco Johns: Due to easements, the location of the storm sewer will need to be modified. Negotiations are underway so that Subway and Taco Johns can share the same drain line.
8. Moore Pond (Reed Street): Area has been investigated. Due to the size of the pond, no permits from the ACOE or NDR are necessary. A floodplain development permit was issued.

#### **Public Properties:**

1. Beatrice City Auditorium: Contractor began work again on the south side during the week of November 6, 2017 on the south side. It is now complete.
2. Hannibal Park Improvements: Word was given that the Federal Funding for the improvements has been approved. Engineering Department conducted some additional survey to encompass all the anticipated areas needing topographical information. Meeting has been set up with Public Properties Department to discuss final layout. The location of the playground area has been relocated. The size of the new entrance drainage culvert has been sized, quotes are currently being requested.
3. Standing Bear Trail – Phase II: Additional investigation have been complete regarding ownership for parcels of land and there property line locations. Topographical survey has been completed. A final alignment for the trail has been created. Some minimal land acquisitions may be required and preliminary conversations have been had with the landowners. Final design plans are underway.

#### **Streets and Sidewalks:**

1. Driveway and Sidewalk Inspections: Inspections of driveways and their associated sidewalks to make sure they meet the new ADA requirements have been conducted.
2. 2018 Mill & Overlay Projects: Roadways included in this year's projects have been surveyed. Cores were taken to verify the existing depth of asphalt and its base materials. Plans are being created and are 100% complete. Specification are created and complete. Project was sent out for bids with a bid opening date of January 25, 2018.
3. 2<sup>nd</sup> Street Museum: M.E. Collins has completed the installation of all trench drains, historic limestone curbing, subbase stabilization, concrete roadway base and brick laying operation. Sidewalk and driveway for the museum has also been completed. Clean up operation are underway. Traffic stripping is to be completed on December 11, 2017. If all goes well the roadway will be opened up to traffic the same day. Seeding will be completed in the spring.
4. Bell (10<sup>th</sup> to 12<sup>th</sup>) & Summit Street (7<sup>th</sup> to 9<sup>th</sup>) Concrete Reconstruction: Roadway corridors have been surveyed. Preliminary plans have been created and final plans are currently under design. Letters have been sent to the public along the corridor to gather information about the removal and replacement of connection paths. Bell is approximately 90% complete and Summit is 75% complete. Plan on going out for bids in January
5. Graham Street (Paddock to Bismark): Roadway corridor has been survey.

#### **Plats, Subdivisions and Developments:**

1. Vitosh Storage: Discussion have made with the owner and NDOR. At this time the NDOR is not approving the installation for a driveway to the property off of Hwy 77.

2. Taco Johns: Plans have been submitted and approved. The driveways have been approved by NDOR and a Permit to Occupy has been submitted.
3. Subway: Preliminary drawings have been submitted and reviewed. Comments were provided back to the contractor.
4. 3<sup>rd</sup> and Court (Lammel): Existing curbing has been surveyed. A property description is being created that will retain 6 feet from the back of curb for sidewalk use.

#### **Water:**

1. 2018 Projects: Schedule for completion has been made and projects assigned.
2. 7<sup>th</sup> Street – Perkins to Bell: West side of the corridor has been topo, however, due existing utilities it has been determined that the east side would work better.

#### **Sanitary Sewer:**

1. Collection System Model: Olsson Associates is continuing their efforts to other portions of town to model the capacity of the sanitary sewer system. The area north of Lift Station No. 5 has been completed. The evaluation of the area north of Lift Station No. 5 has been completed and a phased improvement plan has been generated. Engineer is now of the final section of the town in terms or gathering data which is the center portion.
2. WWTF Bar Screen: Plans and specifications were submitted to NDEQ for review and approval. NDEQ comments have been addressed so the bar screen can now be procured by the City of Beatrice. The plans and specifications for the procurement sent out with a bid opening date of May 25, 2017. The apparent low bidder was Vulcan Industries in the amount of \$197, 776.00. This has been approved by both the BPW and the City Council. Olsson Associates has finalized the installation drawings based on this piece of equipment. Drawings have been approved by the NDEQ. The installation project has been sent out for bids. No bids were received. City of Beatrice received 3 quotes from contractors in order to get the project completed. The apparent low is Phil Carkoski Construction out of Loup City, Nebraska at a price of \$307,000.00. Contracts have been signed and a kick-off meeting is being scheduled.
3. Industrial By-pass Trunk Sewer: Topo graphical survey operation have been completed. Preliminary alignment has been established.
4. Bio-solids: Have been coordinating the efforts between WPC and OA for the creation of a report that will determine the best improvements necessary to properly handle the bio-solids at the WWTF.

#### **Floodplain Management:**

1. Did answer general question concerning existing property that are being sold as to whether or not they are in the floodplain and what are the requirements if they plan to build a garage or accessory building on the property.
2. Refer to Stormwater section.

### **ELECTRIC DEPARTMENT**

Pat Feist, Superintendent

The following projects were worked on this past month:

## **Distribution Work**

A new primary extension has been started in the Wildwood area for a new home. The conduit has been installed and most of the secondary work has been done.

Work continues on the 12.5Kv conversion project in several areas of town. We are currently working on removing old poles and equipment and replacing concrete that needed to be done.

Six (6) distribution poles were replaced around town due to the condition of the poles. Five (5) days were spent on trimming and removal of trees on distribution lines.

Christmas decorations and banners were installed throughout the downtown area; we participated in the holiday parade, and helped with the main office decorations.

## **Substations**

Normal maintenance was performed at all the substations. At Substation #4 we sent one (1) more oil circuit breaker in for scheduled maintenance and testing.

## **Services**

Eight (8) overhead services were replaced due to panel upgrades and bad insulation. Two (2) underground services were installed. One (1) was installed for a service upgrade and one for a new home.

## **Street Lighting**

The Electric Department received reports on thirty-two (32) street lights and security lights which were not working. They have all been repaired. Twenty-five (25) new LED street lights were installed in residential areas.

## **AMI**

The installation of electric meters is continuing. We installed eight (8) electric endpoints in December. At the end of December there were a total of 5,578 electric endpoints installed. The Water Department installed twenty-four (24) endpoints in December, for a total of 4,948 endpoints. All the water and electric endpoints have registered in the software and are logging data.

## **WATER DEPARTMENT**

Steve Kelley, Superintendent

The Department has been working on several various items this last month. They include: backflow testing, change-out of water meters that are due, and replacement of a couple meter yokes. We have had several frozen service lines, but the majority of them have been on the customer with a few water meters frozen in pits where not much water is being used. A lot of these are in the downtown areas where the meter pits are in concrete and seem to freeze easier. Most of these occurred over the long weekend.

We also installed a fire hydrant and made a four inch (4") tap for the new building at Paddock Lane School. This will be billed to the School once closed. We also installed an eight inch (8") fire sprinkler tap for a building that is being left at the old Store Kraft building. There were two (2), one inch (1") water taps installed for new homes and we removed a couple of inactive taps as well.

Of course with the cold weather, we have had three (3) water main breaks. The first was at 25<sup>th</sup> and Elk Street, the second was at 8<sup>th</sup> and Park Street, and hopefully the last was at 18<sup>th</sup> and Irving Street. All these

are cast iron water mains with various estimated ages of 50 to 70 years. Cast iron will fracture when there is ground movement especially if there is a stress point.

The AMI installation is nearly complete with an estimated 300 more homes to connect once the weather cooperates.

### **WPC DEPARTMENT**

Dean Kelch, Chief Plant Operator

The Department jetted 4,060 feet of monthly line maintenance, 17,418 feet of daily line maintenance, and videoed 2,013 feet of sewer main. We helped Pawnee City with a sewer main blockage. We also helped BSDC out with a water leak they had and needed the help of the vac truck.

We cleaned the wet wells on Lift Station #4, located at 18<sup>th</sup> and Carlyle, Lift Station #5, located at 1<sup>st</sup> and Herbert Street, Lift Station #8, located at the end of Country Club Lane, and Lift Station #9, located on West Court Street.

NDEQ made a surprise inspection of the Plant at 9:00 a.m. on December 28, 2017 and concluded at 10:45 a.m. During the visit, they walked thru the Plant from the beginning of the process to the end of the process. During these inspections it is common for them to look over all required documents, such as the Storm Water Permit, making sure we are filling out our monthly, quarterly, and annual reports, as well as annual training required. They also take a good look and make sure we are complying to our National Pollutant Discharge Elimination System Permit. This permit also has daily, weekly, quarterly, and annual requirements that must be reported accurately every quarter. The inspector did not witness any noncompliance issues during the inspection. I would like to thank all WPC employees for their hard work, dedication, and attention to detail. Without it, this would be impossible.

All preventive maintenance is complete for December.

### **STREET DEPARTMENT**

Jason Moore, Superintendent

This was the first full month that we have had both of the sweepers working in a couple of months. We were able to make one and one half rounds thru town before the cold weather came and froze the remaining leafs down in the curbs. We were able to sweep for eleven (11) days with both sweepers and I felt streets looked decent before the cold finally came.

We had a good month for trimming trees throughout town. With the mild days thru December, we were able to trim trees for thirteen (13) days. This mild weather allowed us to get all of our needed trimming completed.

We began the Catlin demo towards the end of the month and were able to get five (5) days of demo in before the end of the year. We were able to get the building down and should have everything removed in January.

We had one (1) snow event come thru on December 23<sup>rd</sup> and 24<sup>th</sup>. The crews came in at 7:00 p.m. on December 23<sup>rd</sup> and worked thru the night plowing. They had all emergency routes plowed and treated by 7:00 a.m. and then moved into residential areas. The crew was able to have all residential areas completed by 4:00 p.m. Snow in the downtown district was blown and hauled off on December 26<sup>th</sup>. We used approximately 900 gallons of deicer to pretreat the streets and approximately 42 tons of salt thru the storm.